UNITED NATIONS

ST

Secretariat

ST/AI/192/Rev.2
31 March 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: OFFICIAL HOSPITALITY*

1. The present administrative instruction establishes the policy guidelines for the control of expenditures relating to hospitality offered in the official interests of the United Nations. It supersedes administrative instruction ST/AI/192/Rev.1 of 1 March 1982 and ST/AI/192/Rev.1/Add.1 of 23 December 1983.

2. The Controller will make annual allotments for official hospitality to departments and offices against the appropriations voted by the General Assembly for this purpose. Within the limits of these allotments, heads of departments or offices may authorize the reimbursement of expenditures incurred by officials who do not receive a representation allowance under the terms of paragraphs 2 and 5 of annex I to the Staff Regulations and who, in the performance of their official functions, have extended hospitality to members of delegations, members of Governments or non-governmental organizations, officials of intergovernmental organizations other than organizations of the United Nations common system or individuals in the private sector. It will be the responsibility of heads of the departments or offices to satisfy themselves that the expenditures in each case are reasonable and necessary.

3. Wherever possible, especially in cases involving groups of 10 or more persons, the prior approval of the head of the department or office should be obtained before hospitality expenditures are incurred.

4. Normally, the official concerned should, in the first instance, pay the hospitality costs and thereafter submit a claim for the reimbursement thereof on the prescribed form (F.10). The claim should:

(a) Indicate the nature and purpose of the function and identify the persons entertained (listing separately guests and staff members), as approved by the head of the department or office concerned;

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* Personnel Manual index No. 3100.

(b) Be certified by the authorized officer of the department or office;

(c) Be presented within one week after the expenditures are incurred, and in the case of an official on travel status, within one week of the return to the duty station.

5. When a department or office extends hospitality to participants in an official meeting - normally by way of a reception - where the head of the department or office serves as host on behalf of the Organization, the expenses incurred may be reimbursed, provided that:

(a) The hospitality pertains to meetings which had been planned in advance;

(b) The estimated costs of the hospitality had been specifically requested, approved and allocated in the relevant budget procedure.

Reimbursement under these conditions may be made even in cases where the host is in receipt of a representation allowance.

6. The reimbursement of all claims, including those related to departmental or office hospitality, will be on the basis of actual expenses incurred, subject to the maxima and other conditions specified below:

(a) At Headquarters, effective 1 April 1993, the maximum rates for reimbursement for entertainment outside of the home will be the following:

Guest: $40.00

Host: $30.00

Where hospitality is offered at home, the maximum rate for reimbursement will be $25.00 per person (guest as well as host). Whether hospitality is extended within or outside the home, the spouse, other dependants and household guests of the host are not to be included in the count of the number of persons entertained for the purpose of determining the amount of reimbursement;

(b) At Geneva and Vienna, the Directors-General of the United Nations Office at Geneva and of the United Nations Office at Vienna, respectively, will be responsible for setting the maximum rates for reimbursement of hospitality expenditures;

(c) For offices at other locations, including information centres and special missions, the highest ranking official or officials at each location will, after appropriate consultations with the heads of the offices concerned, set the maximum rates for reimbursement of hospitality expenditures;

(d) The maximum rates established at each location away from Headquarters, as well as any separate administrative instruction issued, should be communicated to the Controller;

(e) While funds for hospitality are primarily intended for the entertainment of persons who are not staff members of the Organization, it is recognized that there are likely to be situations, particularly in the case of department or office hospitality, where the participation of a small number of

staff members (apart from the host) may be desirable. In such cases, reimbursement in respect of staff members will be at the same rate as for the host.

7. In the case of information centres, funds for hospitality will be allotted to the director of the centre, who will be responsible for planning and extending hospitality for the year in the light of the funds available to the centre for this purpose. The director will report semi-annually to the Department of Public Information at Headquarters, on the nature and purpose of the hospitality extended and the categories of persons entertained, using the special form provided for this purpose.

8. In the case of United Nations special missions, the funds allotted for hospitality will be apportioned by the officer designated for this purpose, normally the chief administrative officer, who will be responsible for coordinating and planning the extension of hospitality within the limits of the funds available for this purpose. The officer designated for this purpose will report semi-annually or at the end of the mandate of the mission concerned, if it is a shorter period, to the Field Operations Division, on the nature and purpose of the hospitality extended and the categories of the persons entertained, using the special form provided for this purpose.